

REQUEST FOR PROPOSAL FOR LTRC/TTEC

LTRC-8-15-2011

Nuclear Gauge and Radiation Safety & Hazardous Material Training Radiation Safety Officer Training

Nuclear Gauge and Radiation Safety & Hazardous Material Refresher

PROBLEM STATEMENT

This Request for Proposal (RFP) is issued by the Louisiana Department of Transportation and Development (herein referred to as the DOTD) to Consulting Firms interested in providing Nuclear Gauge & Radiation Safety, Radiation Safety Officer and Hazardous Materials training for DOTD employees and others. One Prime-Consultant (Consultant) will be selected for this contract. The Consultant may not subcontract the specified services without the written agreement of DOTD.

DOTD desires to improve the Nuclear Gauge & Radiation Safety Training Program, Radiation Safety Officer Training and Hazardous Material Refresher courses and abilities of its staff engaged in major transportation and infrastructure projects. As part of this effort, DOTD is seeking to provide a comprehensive training program to select DOTD staff and others.

SCOPE

- A. General. The Consultant will deliver materials for a number of Nuclear Gauge & Radiation Safety/Radiation Safety Officer/Hazardous Materials training courses incorporating a classroom hands-on practice. DOTD assumes that these courses will be a customization or adaptation of existing standard course offerings typically provided by the consultant to other agencies.
- B. Consultant will deliver additional classes of each course at the option of DOTD.

CONTRACT APPROACH

Specific Tasks: Specific tasks include, but are not limited to the following:

- (1) Learning Objectives: Consultant will design and provide training on-site that will prepare students for job related tasks regarding Nuclear Gauge & Radiation Safety, Radiation Safety Officer & Hazardous Material Training.
- (2) The training curriculum will cover the following course content including but not limited to the following;
 - (a) Radiation Safety and Regulatory Requirements
 - (b) Emphasis on practical subjects important to safe use of the gauge
 - (c) Radiation vs Contamination
 - (d) Internal vs External Exposure
 - (e) Concept of time, distance, and shielding to minimize exposure

- (f) Control and surveillance of gauges
 - (g) Location of sealed source within the portable gauge
 - (h) Inventory
 - (i) Recordkeeping
 - (j) Incidents
 - (k) Licensing and inspection by the regulatory agency
 - (l) Need for complete and accurate information
 - (m) Employee protection
 - (n) Deliberate misconduct
- (3) The training curriculum will also need to cover the following course content including but not limited to the following;
- (a) Practical explanation of portable gauge theory and operation
 - (b) Operating, emergency, maintenance and transportation procedures
 - (c) Field training emphasizing radiation safety and including test runs of setting up and making measurements with the gauge
 - (d) Controlling and maintaining surveillance over the portable gauge
 - (e) Performing routine cleaning and lubrication
 - (f) Packaging and transporting the gauge
 - (g) Storing the gauge
 - (h) Following emergency procedures
- (4) Consultant will furnish all training materials, instructor equipment, visual aides, handouts, surveys, tests, etc. Consultant will be responsible for all instructor travel and lodging arrangements. DOTD will manage attendance/student registration functions, furnish the classroom (including white board, projector screen, etc) and limited administrative and technical support.
- (5) The consultant will provide a minimum of one qualified instructor in the room at all times.
- (6) The curriculum should be based on existing commercially available public course offerings, adapted and extended as appropriate to include DOTD specific processes and guidelines of DEQ and the U.S. Nuclear Regulatory Commission.
- (7) The curriculum for the DOTD staff will consist of a series of one day training classes for Nuclear Gauge & Radiation Safety, Radiation Safety Officer and Hazardous Material training statewide. The need for the number of classes and the locations will be determined by DOTD.

SPECIAL NOTES

The DOTD will provide the following services and facilities:

- A. Make all arrangements for the announcement of the course and the selection of students to attend the courses, and advise students regarding their admission and details pertaining to course schedule, dates, arrangements, and accommodations

- B. Prepare a roster of names and titles of students accepted for admission to the courses.
- C. Provide suitable classroom space to accommodate the maximum number of students to be admitted in the course presentation, without financial obligation on the part of the Consultant.

Project Deliverables

The Consultant will deliver to DOTD all completed course rosters indicating/verifying course attendance and all evaluations completed by the students. In addition, the consultant shall provide certificates to each student awarding Continuing Education Units (CEU's).

CONTRACT TIME

Contract time will be approximately 8 months. It is scheduled to begin on or about October 1, 2011 and end on June 30, 2012.

ESTIMATED COST

Any award resulting from this RFP shall not exceed \$14,000.00, which includes any direct expenses if, applicable.

PROPOSAL FORMAT

All proposals are required to be formatted according to the LTRC Manual of Research Procedures. Chapter 2 provides guidance on proposal development. A copy of the Manual may be downloaded from our website (<http://www/ltrc.lsu.edu/publications.html>).

PROPOSAL SELECTION

The Project Review Committee selected for this project will review, evaluate and rank all proposals received using the criteria established on the attached proposal review form.

DEADLINE FOR RECEIPT OF PROPOSAL

A copy of the proposal must be received by LTRC by the close of business day of Friday, September 16, 2011.

Proposals should be submitted to:

Ms. Melissa A. Lee
Training and Development Program Manager
Transportation Training & Education Center (TTEC)
Louisiana Transportation Research Center (LTRC)
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Baton Rouge, LA 70808
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To equitably answer questions regarding this Request for Proposals, the Louisiana Department of Transportation and Development (LADOTD) website, <http://notes1/agrestat.nsf/WebAdvertisements?OpenPage> will be updated with questions and answers and related documents regarding the project. The LADOTD makes these documents

available for informational purposes only to aid in the efficient dissemination of information to interested parties. The LADOTD does not warrant the documents against deficiencies of any kind. The data contained within this website will be periodically updated. Interested parties are responsible to be aware of any updates. Questions regarding this RFP should be submitted in writing to the LTRC contact person. Questions must be received by close of business seven calendar days prior to deadline date.